

## CONTEST PROTOCOL

The Sargeant at Arms should open the meeting with an enthusiastic welcome and lead the Pledge. This person might also read the appropriate Mission.

The Sargeant at Arms should then enthusiastically introduce the Club President/Area Governor/Division Governor - whoever is presiding at whatever level the contest is being held. This person may or may not be the Contest Chair but often is. For purposes of this explanation, we'll call this person the Contest Chair.

The Contest Chair extends a warm welcome to everyone and introduces all dignitaries present. These include District, Division and Area special guests. It is nice to introduce those who have held these positions in the past who are present as well, especially at the District and Division levels. The Contest Chair makes whatever remarks seem suitable for the occasion. See below.

If a District or Division level person is in attendance, the Contest Chair then enthusiastically introduces this person, who should be given an opportunity to address everyone.

Between the Contest Chair and this special guest, if any, the following topics might be covered: Special kudos for areas/divisions/individuals if certain goals or awards have been attained recently; exhortation to all clubs to promote the Toastmasters program by focusing on and meeting DCP goals, news of the next competition in which the contest winners will compete, and any other matters considered of special significance.

With control of the meeting back in the hands of the Contest Chair, the Contest Chair then introduces the Contest Master, who proceeds to conduct the contest. During lengthy pauses, when the Contest Master is not conducting the suggested interviews (the contestants or the target speaker), the Contest Master may declare a recess. When it's time to reconvene, the Sargeant at Arms takes the gavel and brings the meeting to order once again, announcing that the meeting is reconvened.

At the conclusion of all contests and before recognition is given, the Contest Master should ask the Contest Chair and the Div./District person to come forward to help with awards.

The Contest Master asks all contestants in a particular contest to step forward. If participation certificates have been prepared, the Contest Chair and Div. District person hand them out and shake each competitor's hand as the Contest Master calls each name. All should then assembly for a group round of applause (and photo, if possible). The contestants return to their seats. This same procedure is followed with the second contest.

Next, the Contest Master announces the winners, in the order: third place, second place, and first place. *(Note that the rules specify that in contests with five or more participants, a third place winner (if wanted), a second place winner, and a first place winner will be announced. In contests with four or fewer participants, a second place and first place winner will be announced.)* In other words, even if there are only three contestants, the second and first place winners must be announced.).

As the winners names are read, the Contest Chair and Div./District officer hands out the trophies and shake each contestant's hand.

Photos may be taken as each trophy is presented or, better yet from a photographic viewpoint, presentations may be replayed right afterwards. This often produces the best results.

The Contest Master thanks everyone for coming and adjourns the meeting.